

CHAPTER 18. ADMINISTER A PRACTICAL TEST FOR AN INITIAL, RENEWAL, OR REINSTATEMENT FOR A FLIGHT INSTRUCTOR WITH A SPORT PILOT RATING

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

- Original certification: 1525
- Reinstatement: 1529
- Additional category or class privilege: 1526
- Renewal: 1527 (Flight) and 1528 (No Flight)

2. OBJECTIVE. On September 1, 2004, the Certification of Aircraft and Airmen for the Operation of Light-Sport Aircraft final rule became effective. This rule created a new sport pilot rating and privileges at the flight instructor certificate level. This task determines if an applicant meets the requirements for an initial flight instructor certificate with sport pilot rating, renewal of a current flight instructor certificate, or the reinstatement of an expired flight instructor certificate with a sport pilot rating. Completion of this task results in the issuance of a Federal Aviation Administration (FAA) Form 8060-4, Temporary Airman Certificate; an FAA Form 8060-5, Notice of Disapproval of Application; or a letter of discontinuance, as appropriate.

3. GENERAL.

A. The Light Sport Aviation Branch. The Light Sport Aviation Branch, AFS-610, has been established to provide standardization and support of the field offices in the implementation of this rule. AFS-610 will provide support either directly through the AFS-610 branch or through the Flight Standards Inspector Resource Program when a sport pilot flight examiner instructor (SFIE) is unavailable to administer practical tests for the original issuance, renewal, or reinstatement of a flight instructor certificate.

B. ASI Qualifications. An aviation safety inspector (ASI) who administers a practical test for flight instructor certification must possess the appropriate pilot and flight instructor rating/privilege

for the practical test being administered. The ASI must have completed an FAA Order 4040.9, FAA Aircraft Management Program (current edition) pilot-in-command (PIC) check in the applicable category and class of aircraft and must also have completed on-the-job training (OJT) in that task. Coordination with AFS-610 is required. ASIs hired after January 1986 may not administer practical tests for applicants prior to their successful completion of the General Aviation Operations Indoctrination Flight Course.

C. Airworthiness Coordination. When the applicant submits a completed application and the other required documents for a practical flight test, the ASI administering the practical test or an airworthiness ASI should review the aircraft's airworthiness certificate, aircraft registration, and aircraft maintenance records or logbooks for the last annual condition inspection, 100-hour inspection, if applicable, for all required inspections for installed equipment, and compliance with applicable Airworthiness Directive (AD) and safety directives. This review is to determine if the aircraft is in a safe condition for flight and suitable for this practical test. Verify that the aircraft (airplane or glider) to be used is certificated for spins, if required. Aircraft used must meet the definition of light-sport aircraft in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 1, § 1.1. After reviewing the documents, return them to the applicant.

4. ESTABLISHING ELIGIBILITY.

A. Eligibility Requirements. To be eligible for a flight instructor certificate, an applicant must be at least 18 years of age; hold at least a current FAA Form 8500-9, Medical Certificate Third-Class, or a valid U.S. driver's license; hold a sport pilot certificate or higher; and meet the applicable requirements of 14 CFR part 61, subpart K.

B. Airman Medical Certification Requirements. An applicant for an initial flight instructor certificate with a sport pilot rating or for renewal or

reinstatement of an expired flight instructor certificate is required to hold at least a current third-class airman medical certificate or a valid U.S. driver's license if the practical test is administered in an aircraft in flight (e.g., in an airplane, airship, gyroplane, weight-shift-control, or powered parachute).

(1) If the applicant does not hold an airman medical certificate or valid U.S. driver's license and the practical test will be administered in an aircraft (e.g., airplane, airship, gyroplane, weight-shift-control, or powered parachute), the applicant must request the ASI to agree to be the PIC. However, the ASI is not required to agree to be the PIC. ASIs who agree to perform PIC duties during a practical test are advised to review part 61, § 61.47. ASIs must understand that there are possible legal liability and ramifications when agreeing to perform PIC duties during the practical test.

(2) If the airman medical certificate bears any limitation that would make a special airman medical flight test necessary, refer the applicant to AFS-610.

5. GENERAL PROCEDURES FOR INITIAL CERTIFICATION.

A. Logbook Endorsements. An applicant for a flight instructor certificate with a sport pilot rating must present a logbook with the following endorsements, as appropriate, from an authorized flight instructor. The endorsement should be similar to the sample endorsement provided in Advisory Circular (AC) 61-65, Certification: Pilots and Flight and Ground Instructors, current edition.

(1) Except as provided in § 61.407(c), an applicant for a flight instructor certificate must have logged training and received a logbook endorsement on the fundamentals of instruction listed in § 61.407(a).

(2) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant has received and logged training within the 60 days preceding the date of the application in preparation for the practical test.

(3) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant is prepared for the practical test. In addition, the applicant must have an FAA Form 8710-11, Airman Certificate and/or

Rating Application – Sport Pilot, with the authorized instructor's signature.

(4) The applicant's logbook or training record must contain an endorsement from an authorized instructor that states the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test, as appropriate.

(5) An applicant must have received flight instruction and a logbook endorsement from an authorized instructor to meet the requirements of part 61, § 61.409 in the subjects appropriate to the flight instructor with a sport pilot rating.

(6) An applicant for a flight instructor certificate must have logged training and received a logbook endorsement from an authorized instructor as required by part § 61.405.

(7) An applicant for a sport pilot flight instructor with airplane privileges or sport pilot flight instructor with glider privileges must present a logbook endorsement from an authorized instructor. The endorsement must indicate that the applicant is competent and possesses instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures in an airplane or glider, as appropriate.

(a) Except in the case of a retest after a failure for the deficiencies stated in part 61, § 61.49(b), the examiner may either accept the logbook endorsement or require the applicant to demonstrate competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures.

(b) If a notice of disapproval was issued due to deficiencies in competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures, the applicant is required to spin the aircraft and demonstrate competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures on the retest.

(c) The examiner and the applicant are not required to wear parachutes for the spin task demonstration during a flight instructor practical test.

B. Knowledge Test. The flight instructor with a sport pilot rating is required to pass two knowledge tests.

(1) An applicant for an initial flight instructor certificate with a sport pilot rating must present two knowledge test reports: one for the fundamentals of instructing (FOI) (unless test credit is given per paragraph 5B(3) below) and one for the appropriate flight instructor category privilege.

(2) In addition to the FOI, a second knowledge test must be passed for one of the appropriate flight instructor category privileges sought:

- (a) Flight instructor, airplane.
- (b) Flight instructor, powered parachute.
- (c) Flight instructor, rotorcraft-gyroplane.
- (d) Flight instructor, weight-shift-control.
- (e) Flight instructor, glider.
- (f) Flight instructor, lighter-than-air.

(3) *FOI Test Alternate Criteria.* An applicant for the original issuance of a flight instructor certificate need not take the FOI test if the applicant meets certain alternate criteria. However, the applicant must present appropriate documentation to a Flight Standards District Office (FSDO) or AFS-610 and obtain an authorization to use either of the following in lieu of the FOI test:

(a) A current teacher's certificate issued by a state, county, or city authorizing the applicant to teach at an educational level of the 7th grade or higher; or

(b) Evidence of regular employment as a teacher at an accredited college or university.

C. Practical Test. The original issuance of a flight instructor certificate with a sport pilot rating shall be issued by a qualified ASI or an SFIE. The applicant must demonstrate aeronautical skill by satisfactorily completing the practical test per part 61, § 61.405(b). The practical test must be administered in accordance with the appropriate sport pilot flight instructor practical test standard (PTS). The ASI or SFIE may also require the applicant to demonstrate knowledge and skill from the private pilot PTS, if appropriate.

D. Category and Class Privileges. A flight instructor certificate with a sport pilot rating does not

list aircraft category ratings. When the practical test for a flight instructor certificate with a sport pilot rating is successfully passed, a logbook endorsement by the examiner is required for all category and class privileges authorized.

6. GENERAL PROCEDURES FOR RENEWAL OR REINSTATEMENT. A qualified ASI or SFIE is authorized to administer the renewal or reinstatement of a flight instructor certificate with a sport pilot rating. However, issuing the renewal or reinstatement of a flight instructor certificate is based on the applicant satisfactorily accomplishing a practical test (e.g., the oral and flight portions) as required by part 61, § 61.197(a)(1). The ASI or SFIE may require an applicant for the renewal or reinstatement to complete all or any portion of the flight instructor practical test that the ASI or SFIE deems necessary to determine the applicant's competence to hold a flight instructor certificate. But as a minimum the ASI or SFIE must evaluate the areas of operation and tasks designated in the appropriate sport pilot PTS.

A. Endorsement Not Required. A flight instructor endorsement is not required for the renewal or reinstatement of a flight instructor certificate except in accordance with the provisions of § 61.49 for a retest.

B. Expiration Date. A flight instructor certificate is renewed or reinstated with an expiration date 24 calendar-months after the date of the renewal or reinstatement.

C. ASI Qualifications for Renewal or Reinstatements of Applicants with Multiple Category Privileges. In order to administer a practical test for the renewal or reinstatement of a flight instructor certificate with a sport pilot rating, with more than one aircraft category privilege, an ASI must be qualified in at least one of the categories of aircraft to be renewed.

D. Renewal of All Flight Instructor Privileges. An applicant may renew all privileges for his or her current flight instructor certificate by satisfactorily completing one practical test. The satisfactory completion of a practical test for an additional flight instructor privilege constitutes the renewal of all flight instructor privileges listed on the certificate.

E. Renewal of Category Privileges by Other Than a Practical Test. Any ASI or aviation safety technician (AST) may renew holders of a current flight instructor certificate with a sport pilot rating provided that the renewal only involves an

administrative process and no practical test is involved. Specifically, an ASI or AST's authority to renew holders of a current flight instructor certificate with a sport pilot rating involves the following renewal procedures only:

(1) In accordance with § 61.197(a)(2)(i), flight instructors who apply to renew their flight instructor certificate on the basis of having trained and endorsed, during the preceding 24 calendar-months, at least five students for a practical test for a certificate, rating, or privilege and at least 80 percent of those students passed that test on the first attempt.

(2) A record of flight instruction as a chief instructor, designated check pilot, or airline captain may be accepted, provided the applicant is found to have an adequate knowledge of current flight instructor responsibilities, training procedures, and pilot certification requirements.

(3) In accordance with § 61.197(a)(2)(iii), flight instructors who apply to renew their flight instructor certificate on the basis of a graduation certificate that shows, within the preceding 3 calendar-months prior to the date of application, the applicant has successfully completed an approved flight instructor refresher course.

(4) At the discretion of an inspector, a current flight instructor certificate may be renewed without taking a practical test when the inspector has personal knowledge of the applicant's knowledge and competency. An example of evidence that may be presented to support that personal knowledge would be a record of satisfactory completion of a pilot training course or related aviation-oriented work experience.

(5) Flight instructors who make application to renew their flight instructor certificate on the basis of having participated as a flight instructor in a phase of the FAA's Pilot Proficiency Awards Program (WINGS) in accordance with the flight instructor renewal provisions set forth in HBGA 00-18, Procedures for Renewing a Flight Instructor Certificate on the Basis of Participation in the FAA's Pilot Proficiency Awards Program.

7. DENIAL OF RENEWAL OR REINSTATEMENT. If an applicant is unable to meet the requirements for renewal or reinstatement of a flight instructor certificate by satisfactorily completing the applicable practical test, the ASI issues

the applicant FAA Form 8060-5. If renewal or reinstatement has been denied on the basis of the applicant's piloting proficiency, the ASI should document the deficiencies and contact AFS-610. AFS-610 may consider the need for possible recertification action.

8. GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATES. A qualified flight instructor may request the issuance of a gold seal flight instructor certificate when renewing his or her flight instructor certificate or at any time the flight instructor makes application upon meeting the requirements.

A. Gold Seal Requirements. A gold seal certificate may be issued to a flight instructor who holds a ground instructor certificate with a basic ground instructor rating, and has met ONE of the following criteria within the past 24 calendar-months:

(1) Trained and recommended at least 10 applicants for an original certificate with at least 80 percent of those applicants passing the practical test on their first attempt;

(2) Administered at least 20 certification practical tests as an examiner or administered 20 certification graduation tests as a chief flight instructor for an approved pilot school course; or

(3) Fulfilled a combination of paragraphs 8A(1) and (2). Two certification practical tests/certification graduation tests equate to one trained and recommended applicant.

B. Renewal of a Gold Seal Certificate. The holder of a gold seal flight instructor certificate is not required to meet the criteria for the gold seal again. A flight instructor who qualifies for a gold seal certificate is entitled to receive another gold seal certificate on all flight instructor certificate renewals and/or reinstatements.

9. CATEGORY AND CLASS PRIVILEGES FOR A FLIGHT INSTRUCTOR CERTIFICATE WITH A SPORT PILOT RATING. The following privileges are issued through logbook endorsements for a flight instructor certificate with sport pilot rating, as applicable:

A. Aircraft Categories.

(1) Airplane.

(2) Rotorcraft.

- (3) Weight-shift-control.
- (4) Powered parachute.
- (5) Lighter-than-air.
- (6) Glider.

B. Airplane Classes.

- (1) Airplane land.
- (2) Airplane sea.

C. Weight-Shift-Control Classes.

- (1) Weight-shift-control land.
- (2) Weight-shift-control sea.

D. Powered Parachute Classes.

- (1) Powered parachute land.
- (2) Powered parachute sea.

E. Lighter-than-Air Classes.

- (1) Airship.
- (2) Balloon.

F. Rotorcraft Classes.

- Gyroplane

10. ADDITIONAL CATEGORY AND CLASS PRIVILEGES FOR A FLIGHT INSTRUCTOR CERTIFICATE WITH A SPORT PILOT RATING.

A. Applicants who hold a sport pilot certificate and want to instruct in an additional category or class of light-sport aircraft must:

(1) Receive a logbook endorsement from the authorized instructor who trained them on the applicable areas of operation specified in § 61.409 certifying they have met the aeronautical knowledge and flight proficiency requirements for the additional category and class flight instructor privilege sought.

(2) Make application on an FAA Form 8710-11 for a proficiency check, have it endorsed by the recommending instructor, and make it available to the ASI who will administer the check.

(3) Successfully complete a proficiency check from an authorized flight instructor or an ASI on the areas specified in § 61.409 for the additional category and class flight instructor privilege sought.

B. Successful applicants will receive a logbook endorsement from the authorized flight instructor or an ASI who administered the proficiency check certifying that they are proficient and authorized for the additional category and class flight instructor privilege.

C. The authorized flight instructor or an ASI will complete, sign, and submit the Form 8710-11 application to the Airmen Certification Branch, AFS-760.

11. LIMITATIONS. There is no provision for an examiner, authorized flight instructor, or an ASI to issue operating limitations on a flight instructor certificate.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, subpart K, familiarity with the PTS for sport pilot flight instructor practical tests, and qualification as an ASI (Operations). The ASI must meet the additional qualifications established in section 1, paragraph 3B.

B. Coordination. This task requires coordination with AFS-610. Additionally, this task requires coordination with the airworthiness unit and with the Airmen Records Section of AFS-760.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions).

- AC 61-65, Certification: Pilots and Flight and Ground Instructors
- Title 14 CFR parts 61, 91, and 141
- FAA-S-8081-29, Sport Pilot Practical Test Standards for Airplane, Gyroplane, Glider, and Flight Instructor
- FAA-S-8081-30, Sport Pilot Practical Test Standards for Airship, Balloon, and Flight Instructor
- FAA-S-8081-31, Sport Pilot Practical Test Standards for Weight Shift Control, Powered Parachute, and Flight Instructor
- Other applicable PTS
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application
- FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot

C. Job Aids.

- Sample letters and figures
- JTAs: 3.1.11, 3.1.17, 3.1.54

3. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents to the appointment:

(1) The applicant must present a pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate, rating, or privilege sought that substantiates the aeronautical experience shown on the FAA Form 8710-11 application (see Figure 18-1).

(2) The applicant must present a completed and signed FAA Form 8710-11 application. As a special emphasis item, the ASI must review the applicant's aeronautical experience recorded on the FAA Form 8710-11 application and in the applicant's logbook/training record to ensure the appropriate aeronautical experience requirements for the certificate, rating, or privilege sought have been met. In the record of pilot time on the FAA Form 8710-11 application, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 pilot schools or part 142 training centers must provide their aeronautical experience in the record of pilot time on the FAA Form 8710-11 application, even though the graduation certificate is evidence of having completed the course of training. If aeronautical experience has no bearing on the airmen certification action being sought, it is not necessary for an applicant to complete the record of pilot time on the FAA Form 8710-11 application. Flight instructor renewal applications and flight instructor reinstatement applications are examples for which aeronautical experience would not have a bearing on the airmen certification action. However, all applicants are encouraged to complete the record of pilot time on the FAA Form 8710-11 application. The FAA Form 8710-11 application will remain on file with the FAA and can be used to substantiate past aeronautical experience if a person were to ever lose his or her logbook.

(3) If the applicant is retesting after a failure, the FAA Form 8710-11 application must be endorsed

on the reverse side of the form by the applicant's flight instructor.

(4) A pilot certificate.

(5) A current or expired flight instructor certificate, if for renewal/reinstatement.

(6) A current flight instructor certificate, if for a proficiency check.

(7) A current airman medical certificate or a valid U.S. driver's license, if acting as PIC.

(8) Knowledge test report(s) (see Figure 18-5) or authorization to use alternate criteria for the FOI test, if initial issuance.

(9) An FAA-approved pilot school graduation certificate, if applicable.

(10) The aircraft maintenance records.

(11) The aircraft airworthiness certificate and operating limitations or approved flight manual for each aircraft to be used.

(12) The aircraft registration.

(13) An acceptable form of photo identification.

B. Obtain Documents When Applicant Arrives for Appointment.

(1) Collect and review the documents and records listed above in paragraph 3A.

(2) Open the PTRS file.

C. Review the Application. Verify that the information on the FAA Form 8710-11 application is presented accurately and completely.

(1) In section I of the application, ensure that the applicant has checked "Flight Instructor" and has checked Initial, Renewal, Reinstatement, or Proficiency Check, as appropriate, for the practical test/proficiency check being requested.

(2) Ensure that the remainder of the application is completed in accordance with the instructions attached to the form and the information provided in section 4 of Volume 2, Chapter 1, Introduction to Part 61 Related Tasks.

(3) If the applicant is applying for the original issuance of a flight instructor certificate with a sport pilot rating, or for a proficiency check for an additional category or class privilege, ensure that an authorized flight instructor has signed an endorsement within 60 days prior to the practical test.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on the FAA Form 8710-11 application. (See vol. 2, ch. 1, section 4.)

(1) If the applicant's identity can be verified, proceed with the task.

(2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with the appropriate identification to reapply.

(3) If the applicant's identity appears to be different from the information supplied on the application or it appears that an attempt at falsification has been made, do not continue with this task. (See Volume 2, Chapter 182, Conduct an Investigation to Determine Compliance.)

E. Establish Eligibility. For the original issuance of a flight instructor certificate with a sport pilot rating, or an additional category or class privilege, determine if the applicant meets the general eligibility, aeronautical knowledge, and flight proficiency requirements for the flight instructor certificate (See §§ 61.403 through 61.411).

(1) Determine if the applicant holds at least a sport pilot certificate or higher with the appropriate category/class privilege or rating sought.

(2) Verify that the applicant holds at least a current third-class airman medical certificate or a valid U.S. driver's license, if applicable.

(3) Except for medical reasons, the applicant must be able to read, speak, write and understand the English language.

(4) If the applicant is applying on the basis of graduation from an approved pilot school for a practical test, or for a proficiency check for an additional category or class privilege, inspect the applicant's graduation certificate. Verify that the applicant meets the requirements of part 61,

§ 61.71(a), which requires the applicant's graduation certificate to be dated within the 60-day period after the date of graduation.

(5) Examine the applicant's logbooks and/or other reliable record(s) to verify that all aeronautical knowledge and flight proficiency requirements are recorded. Verify that the required endorsements for ground and flight instruction have been certified by an authorized flight instructor.

(6) Have the applicant present evidence of satisfactory completion of a course(s) of instruction in the subjects listed in § 61.407 and § 61.409, or an acceptable equivalent.

(7) For initial issuance, as applicable to the flight instructor category or class privilege sought, inspect the applicant's knowledge test report(s), test report(s) from an approved school with knowledge test examining authority, or authorization to use acceptable alternative criteria in lieu of the FOI test.

(8) If a flight instructor is applying for renewal of his or her flight instructor certificate, determine whether the certificate is current. If the certificate is not current, advise the applicant that the flight instructor certificate is no longer current and that he or she must submit to a reinstatement practical test, in accordance with part 61, § 61.427.

(9) If the applicant is reapplying for the test after a failure (i.e., the "Yes" box of section IV of the FAA Form 8710-11 application is checked), verify that the applicant meets the requirements of § 61.49, if appropriate.

F. Verify Aircraft Requirements. Review the aircraft's airworthiness certificate, aircraft registration, and aircraft maintenance records or logbooks for the last annual condition inspection, 100-hour inspection, if applicable, for all required inspections for installed equipment, and compliance with applicable ADs and safety directives to determine if the aircraft is in a safe condition for flight and suitable for this practical test. Verify that the aircraft (airplane or glider) to be used is certificated for spins, if required. Aircraft used must meet the definition of light-sport aircraft in accordance with § 1.1. After reviewing the documents, return them to the applicant.

G. Resolve Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the

aircraft documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

H. Administer Practical Test or Proficiency Check. After determining that the applicant is eligible and meets all prerequisites for the flight instructor certificate and associated rating(s) or privilege(s) sought, accept the FAA Form 8710-11 application and administer the practical test or proficiency check in accordance with the guidance in the appropriate PTS and this chapter.

(1) If the practical test or proficiency check is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See Figure 18-2.)

(2) Return the application and all submitted documents to the applicant with the original of the letter of discontinuance.

(3) Explain how the applicant may complete the practical test or proficiency check at a later date.

(4) Close PTRS.

I. Unsatisfactory Performance—Practical Test. Upon determining that an applicant's practical test performance is unsatisfactory, terminate the practical test and inform the applicant of the reasons for the termination.

(1) Prepare FAA Form 8060-5 in duplicate, as per vol. 2, ch. 1, section 6. (See Figure 18-3.)

(a) Record any specific procedures or maneuvers that must be repeated by the applicant on FAA Form 8060-5.

(b) Record the number of practical test failures by the applicant for this certificate or rating on FAA Form 8060-5.

(2) If the applicant's flying proficiency is seriously in doubt, begin reexamination action against the applicant's pilot certificate in accordance with Title 49 of the United States Code (49 U.S.C.). (See Volume 2, Chapter 26, Conduct a Reexamination Test of an Airman Under Title 49 of the United States Code.)

(3) Complete the process and return all other submitted documents to the applicant.

- (4) Forward the certification file to AFS-760.

J. Unsatisfactory Performance—Proficiency Check. Upon determining that an applicant's proficiency check performance is unsatisfactory, terminate the proficiency check and inform the applicant of the reasons for the termination.

(1) If the applicant's flying proficiency is seriously in doubt, begin reexamination action against the applicant's pilot certificate in accordance with 49 U.S.C. (See vol. 2, ch. 26.)

(2) Complete the Inspector's Report section on the reverse side of the FAA Form 8710-11 application. Sign the application.

- (3) Forward the completed file to AFS-760.

(4) Return to the applicant all submitted documents not forwarded to AFS-760.

K. Satisfactory Performance—Practical Test. Issue a temporary airman certificate to an applicant who meets all requirements for a flight instructor certificate.

(1) Endorse the appropriate flight instructor privilege in the applicant's logbook.

(2) Enter the following rating on the certificate:

(a) *Sport Pilot.* Place the following notation in section XIII of FAA Form 8060-4. "VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO. [enter number]. EXPIRES [enter date]."

(b) If the applicant is eligible for a gold seal flight instructor certificate, enter the notation "GOLD SEAL CERTIFICATE" in the block containing the "Original Issuance/Reissuance" boxes on FAA Form 8060-4. (See Figure 18-4.)

(3) Verify that all information on FAA Form 8060-4 is correct. Sign the form and direct the applicant to sign line vii.

(4) Retain the original FAA Form 8060-4 for the certification file, and give the applicant a copy of the form.

(5) Complete the Inspector's Report section and the Attachments section on the reverse side of the FAA Form 8710-11 application. Sign the FAA Form 8710-11 application.

- (6) Forward the completed file to AFS-760.

(7) Return to the applicant all submitted documents not forwarded to AFS-760.

L. Satisfactory Performance—Proficiency Check.

(1) Endorse the appropriate flight instructor privilege in the applicant's logbook.

(2) Complete the Inspector's Report section on the reverse side of the FAA Form 8710-11 application. Sign the application.

- (3) Forward the completed file to AFS-760.

(4) Return to the applicant all submitted documents not forwarded to AFS-760.

M. PTRS. Complete PTRS in accordance with the PPM.

4. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

A. FAA Form 8060-4, Temporary Airman Certificate.

B. FAA Form 8060-5, Notice of Disapproval of Application.

C. Letter of discontinuance.

D. Endorsement of category and class privileges.

5. FUTURE ACTIVITIES.

A. The applicant may return for a flight instructor renewal, reinstatement practical test, or retesting after failure, if appropriate.

B. The applicant may return for an additional flight instructor privilege.

C. The applicant may return to apply for a gold seal flight instructor certificate.

FIGURE 18-1. SAMPLE APPLICATION FOR A FLIGHT INSTRUCTOR PRIVILEGE (FRONT SIDE)

NOTE: The shaded areas of the form need to be completed with the appropriate information.

Form Approved OMB No: 2120-0690

Airman Certificate and/or Rating Application – Sport Pilot																			
U.S. Department of Transportation Federal Aviation Administration																			
I. Application Information <input type="checkbox"/> Student <input type="checkbox"/> Sport <input type="checkbox"/> Private <input type="checkbox"/> Proficiency Check <input type="checkbox"/> Additional Rating <input type="checkbox"/> Airplane <input type="checkbox"/> Gyroplane <input type="checkbox"/> Balloon <input type="checkbox"/> Airship <input type="checkbox"/> Glider <input type="checkbox"/> Powered-Parachute <input type="checkbox"/> Weight Shift Control <input checked="" type="checkbox"/> Flight Instructor <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement <input type="checkbox"/> Reexamination <input type="checkbox"/> Reissuance of _____ certificate <input type="checkbox"/> Other _____																			
A. Name (Last, First, Middle)						B. SSN (US Only)			C. Date of Birth			D. Place of Birth							
E. Address						F. Citizenship (Citizenship) Specify <input checked="" type="checkbox"/> USA <input type="checkbox"/> Other						G. Do you read, speak, write & understand the English language? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
City, State, Zip Code						H. Height _____ In.		I. Weight _____ lbs.		J. Hair _____		K. Eyes _____		L. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female					
M. Do you now hold, or have you ever held an FAA Pilot Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						N. Grade Pilot Certificate			O. Certificate Number			P. Date Issued							
Q. Do you hold a Medical Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						R. Class of Certificate			S. Date Issued			T. Name of Examiner							
U. Do you hold a US Driver's License? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						V. License Number			W. State of Issuance			X. Name of Examiner			Y. Expiration Date				
Za. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No														Zb. Date of Final Conviction					
II. If Certificate, Privilege or Rating Applied For on Basis of:																			
<input checked="" type="checkbox"/> A. Completion of Required Test		1. Aircraft to be used (if flight test required) 1) _____ 2) _____						2a. Total Time in this aircraft SIM/FTD 1) _____ 2) _____ hours						2b. Pilot in Command 1) _____ 2) _____ hours					
		1. Name and Location of Training Agency or Training Center														1a. Certification Number			
<input type="checkbox"/> B. Graduate of Approved/Accepted Course		2. Curriculum From Which Graduated																3. Date	
<input type="checkbox"/> C. Holder of Foreign License Issued By		1. Country						2. Grade of License						3. Number					
		4. Ratings																	
III. Record of Pilot Time (Do not write in the shaded areas.) [Complete the appropriate record of pilot time]																			
	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Takeoff Landings	Night PIC	Night Takeoff Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches			
Airplanes				PIC			PIC				PIC	PIC							
				SIC			SIC				SIC	SIC							
Rotorcraft (Gyroplane Only)				PIC			PIC				PIC	PIC							
				SIC			SIC				SIC	SIC							
Gliders																			
Lighter Than Air																			
Weightshift Control																			
Powered Parachute																			
IV. Have you failed a test for this certificate, privilege or rating? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																			
V. Applicant's Certification – I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act Statement that accompanies this form.																			
Signature of Applicant												Date							

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FIGURE 18-1. SAMPLE APPLICATION FOR A FLIGHT INSTRUCTOR PRIVILEGE (REVERSE SIDE)

NOTE: The shaded areas of the form need to be completed with the appropriate information.

Instructor's Recommendation				
I have personally instructed the applicant and consider this person ready to take the test.				
Date _____	Instructor's Signature (Print name & Sign) _____	Certificate No. _____	Certificate Expires _____	
Air Agency's Recommendation				
This applicant has successfully completed our _____ test. Course, and is recommended for certificate or rating without further _____.				
Date _____	Agency Name and Number _____	Official's Signature _____		
		Title _____		
Designated Examiner or Airman Certification Representative Report				
<input type="checkbox"/> Student Pilot Certificate Issued (Copy Attached) <input checked="" type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR part 61 for the pilot certificate, privilege or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input checked="" type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <input checked="" type="checkbox"/> Approved – Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved – Disapproval Notices Issued (Original Attached)				
Location of Test (Facility, City, State) _____		Duration of Test		
		Ground _____	Simulator/FTD SIM) FTD)	Flight 1) _____ 2) _____
Certificate or Rating for which tested _____	Type(s) of Aircraft Used 1) _____ 2) _____	Registration No(s) 1) _____ 2) _____		
Date _____	Examiner's Signature (Print Name & Sign) _____	Certificate No. _____	Designation No. _____	Designation Expires _____

If application is for an additional category or class privilege, complete the following record. (done by another instructor and goes straight to AFS-760, ASI fills out Aviation Safety Inspector section below.)

Proficiency Check – Instructor's Record			
<input checked="" type="checkbox"/> I have successfully reviewed this applicant's pilot logbook and/or training record and certify the individual meets the pertinent requirements of 14 CFR part 61 (Subparts K (61.419) or J (61.321) for the proficiency check sought. <input checked="" type="checkbox"/> I have personally tested this applicant in accordance with the pertinent procedures and standards of 14 CFR part 61 (Subparts K or J), and find the applicant proficient in _____ (Kind of certificate, category and class) and _____ (Make and model) light-sport aircraft. Proficiency Check: <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
Date _____	Instructor's Signature (Print Name & Sign) _____	Certificate No. _____	Expiration Date: _____

If an ASI or AST issues the flight instructor certificate, complete the following report.

Aviation Safety Inspector or Technician Report				
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and/or necessary requirements with the result indicated below.				
<input checked="" type="checkbox"/> Approved – Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved – Disapproval Notice Issued (Original Attached) Proficiency Check: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory				
Location of Test (Facility, City, State) _____		Duration of Test		
		Ground _____	Simulator/FTD SIM) FTD)	Flight 1) _____ 2) _____
Certificate or Rating for which tested _____	Type(s) of Aircraft Used 1) _____ 2) _____	Registration No(s) 1) _____ 2) _____		
<input type="checkbox"/> Student Pilot Certificate Issued <input type="checkbox"/> Examiner's Recommendation <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED <input type="checkbox"/> Reissue or Exchange of Pilot Certificate		<input type="checkbox"/> Certificate or Rating Based on <input type="checkbox"/> Foreign License <input type="checkbox"/> Approved Course Graduate <input type="checkbox"/> Other Approved FAA Qualification Criteria <input checked="" type="checkbox"/> Flight Instructor (Check appropriate boxes) <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement Instructor Renewal Based on <input type="checkbox"/> Activity <input type="checkbox"/> Training Course <input type="checkbox"/> Test <input type="checkbox"/> Duties and Responsibilities		
Training Course (FIRC) Name _____		Graduation Certificate No. _____		Date _____
Date _____	Inspector's Signature (Print Name & Sign) _____	Certificate No. _____	FAA District Office _____	

FIGURE 18-1. SAMPLE APPLICATION FOR A FLIGHT INSTRUCTOR PRIVILEGE (REVERSE SIDE) (Continued)

If an ASI performs a proficiency check, complete the following report.

Aviation Safety Inspector or Technician Report						
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and/or necessary requirements with the result indicated below. <input type="checkbox"/> Approved – Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved – Disapproval Notice Issued (Original Attached)						
Proficiency Check: <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory						
Location of Test (Facility, City, State) _____		Duration of Test <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center; border: none;">Ground _____</td> <td style="width: 33%; text-align: center; border: none;">Simulator/FTD SIM FTD)</td> <td style="width: 34%; text-align: center; border: none;">Flight 1) _____ 2) _____</td> </tr> </table>		Ground _____	Simulator/FTD SIM FTD)	Flight 1) _____ 2) _____
Ground _____	Simulator/FTD SIM FTD)	Flight 1) _____ 2) _____				
Certificate or Rating for which tested _____	Type(s) of Aircraft Used 1) _____ 2) _____	Registration No.(s) 1) _____ 2) _____				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Student Pilot Certificate Issued <input type="checkbox"/> Examiner's Recommendation <div style="margin-left: 20px;"><input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED</div> <input type="checkbox"/> Reissue or Exchange of Pilot Certificate </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Certificate or Rating Based on <div style="margin-left: 20px;"><input type="checkbox"/> Foreign License <input type="checkbox"/> Approved Course Graduate <input type="checkbox"/> Other Approved FAA Qualification Criteria</div> </td> <td style="width: 34%; vertical-align: top;"> <input checked="" type="checkbox"/> Flight Instructor <div style="margin-left: 20px;"><input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement</div> Instructor Renewal Based on <div style="margin-left: 20px;"><input type="checkbox"/> Activity <input type="checkbox"/> Training Course <input type="checkbox"/> Test <input type="checkbox"/> Duties and Responsibilities</div> </td> </tr> </table>				<input type="checkbox"/> Student Pilot Certificate Issued <input type="checkbox"/> Examiner's Recommendation <div style="margin-left: 20px;"><input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED</div> <input type="checkbox"/> Reissue or Exchange of Pilot Certificate	<input type="checkbox"/> Certificate or Rating Based on <div style="margin-left: 20px;"><input type="checkbox"/> Foreign License <input type="checkbox"/> Approved Course Graduate <input type="checkbox"/> Other Approved FAA Qualification Criteria</div>	<input checked="" type="checkbox"/> Flight Instructor <div style="margin-left: 20px;"><input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement</div> Instructor Renewal Based on <div style="margin-left: 20px;"><input type="checkbox"/> Activity <input type="checkbox"/> Training Course <input type="checkbox"/> Test <input type="checkbox"/> Duties and Responsibilities</div>
<input type="checkbox"/> Student Pilot Certificate Issued <input type="checkbox"/> Examiner's Recommendation <div style="margin-left: 20px;"><input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED</div> <input type="checkbox"/> Reissue or Exchange of Pilot Certificate	<input type="checkbox"/> Certificate or Rating Based on <div style="margin-left: 20px;"><input type="checkbox"/> Foreign License <input type="checkbox"/> Approved Course Graduate <input type="checkbox"/> Other Approved FAA Qualification Criteria</div>	<input checked="" type="checkbox"/> Flight Instructor <div style="margin-left: 20px;"><input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement</div> Instructor Renewal Based on <div style="margin-left: 20px;"><input type="checkbox"/> Activity <input type="checkbox"/> Training Course <input type="checkbox"/> Test <input type="checkbox"/> Duties and Responsibilities</div>				
Training Course (FIRC) Name _____		Graduation Certificate No. _____ Date _____				
Date _____	Inspector's Signature (Print Name & Sign) _____	Certificate No. _____	FAA District Office _____			

This section must be completed for all application actions.

Attachments: <input type="checkbox"/> Student Pilot Certificate (Copy) <input type="checkbox"/> Knowledge Test Report [if appropriate] <input checked="" type="checkbox"/> Temporary Airman Certificate [if appropriate] <input type="checkbox"/> Notice of Disapproval [if appropriate] <input type="checkbox"/> Superseded Airman Certificate [if appropriate]	<input checked="" type="checkbox"/> Airman's Identification (ID) ID: _____ Name: _____ Date of Birth: _____ Certificate Number: _____ Email Address: _____ Form of ID _____ Number _____ Expiration Date _____ Telephone Number _____	ID: _____ Name: _____ Date of Birth: _____ Certificate Number: _____ Email Address: _____
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FAA Form 8710-11 (02-04)

FIGURE 18-2. SAMPLE LETTER OF DISCONTINUANCE

FAA Letterhead

[*date*]

[*applicant's name and address*]

Dear [*applicant's name*]:

On this date, [*enter date*], you successfully completed a portion of the practical test indicated below:

Certificate/Rating: [*Sport Pilot*]

Additional Aircraft Category Privilege: ASEL WSCL PPL Glider Rotorcraft-Gyroplane

LTA-Free Balloon LTA-Airship

Flight Instructor: Initial/Renewal/Reinstatement

Aircraft Used: Registration #: Make/Model:

The practical test was discontinued because of: [*indicate reason*]

If application is made by [*enter date 60 days from date of test*], this letter may be used to show the following portions of the practical test which have been completed satisfactorily:

[*list areas of operation satisfactorily completed*]

AFTER [*expiration date*], YOU MUST REPEAT THE ENTIRE TEST.

NOTE: This letter does not extend the expiration date(s) for your knowledge test results, your graduation certificate, airman medical certificate, or the required instructor endorsements.

Sincerely,

[*examiner's signature*] Designation Number _____

FIGURE 18-3. SAMPLE OF FAA FORM 8060-5, NOTICE OF DISAPPROVAL OF APPLICATION—FLIGHT INSTRUCTOR

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION—FEDERAL AVIATION ADMINISTRATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NOTICE OF DISAPPROVAL OF APPLICATION			
NAME AND ADDRESS OF APPLICANT TRAYVOR EUGENE COZEE 5412 WILLS COURT OKLAHOMA CITY, OK 55555		CERTIFICATE OR RATING SOUGHT FLIGHT INSTRUCTOR—SPORT PILOT ASEL	
On the date shown, you failed the examination indicated below:			
<input type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL <input checked="" type="checkbox"/> PRACTICAL			
AIRCRAFT USED (Make and Model)		FLT. TIME RECORDED IN LOGBOOK	
AIR CREATION GTE582S		PILOT-IN-COMM. OR SOLO 175	INSTRUMENT 0 DUAL 45
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:			
AREAS OF OPERATION IV, V, VI, VII, VIII APPLICANT LOST 200 FT WHILE PERFORMING STEEP TURNS (FIRST FAILURE)			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.			
DATE OF EXAMINATION 05/10/2005	SIGNATURE OF EXAMINER OR INSPECTOR <i>Ronald Y. Trottz</i> RONALD Y. TROTZ		DESIGNATION OR OFFICE NO. EA-05

FAA Form 8060-5 (5-80)

FIGURE 18-4. SAMPLE OF A GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATE WITH A SPORT PILOT RATING—RENEWAL

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION ii. TEMPORARY AIRMAN CERTIFICATE						III. CERTIFICATE NO. 5562454CFI	
vii. AIRMAN'S SIGNATURE <i>Sandra Gail Riffe</i>	THIS CERTIFIES THAT		IV. SANDRA GAIL RIFFEY 11255 TERRY JOE DRIVE V. OKLAHOMA CITY, OK 73156				
	DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
	09/15/1972	65 IN.	130	BROWN	BROWN	F	USA
	IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of						
	FLIGHT INSTRUCTOR						
	RATINGS AND LIMITATIONS XII. SPORT PILOT						
XIII. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NUMBER 5562454. EXPIRES 3/31/2006.							
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS				DATE OF SUPERSEDED AIRMAN CERTIFICATE			
GRADE OF CERTIFICATE GOLD SEAL CERTIFICATE				3/1/2002			
BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.	
x. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OR INSPECTOR				WP-07 \ 0123456	
03/16/04		<i>Sue A. Gardner</i> SUE A. GARDNER				DATE DESIGNATION EXPIRES 05/31/05	

FAA Form 8060-4 (8-79)

USE PREVIOUS EDITION

FIGURE 18-5. SAMPLE OF COMPUTER-GENERATED AIRMAN KNOWLEDGE TEST REPORT

U.S. DEPARTMENT OF TRANSPORTATION Federal Aviation Administration Computer Airman Knowledge Test Report
NAME: Doe, James David APPLICANT ID: 123456789 EXAM: Sport Pilot Flight Instructor—Airplane (SIA) EXAM ID: 50122020004612312 EXAM DATE: 03/04/04 EXAM SITE: LAS12345 SCORE: 92% GRADE: Pass TAKE: 1 Below are subject matter knowledge codes in which questions were answered incorrectly. For code descriptions, see the latest version of AC 60-25, Reference Materials and Subject Matter Knowledge Codes for Airman Knowledge Testing, available via the Internet: http://www.airweb.faa.gov/rgl . A single code may represent more than one incorrect response. A65, B09
EXPIRATION DATE: 03/31/2006 <div style="text-align: center; font-weight: bold; font-size: 1.2em;">S A M P L E</div> <div style="text-align: center; padding-top: 10px;">DO NOT LOSE THIS REPORT</div>
Authorized instructor's statement. (If Applicable)
I have given Mr./Ms. _____ additional instruction in each subject area shown to be deficient and consider the applicant competent to pass the test. Last _____ Initial _____ Cert. No. _____ Type _____ <div style="text-align: center;">(Print Clearly)</div> <div style="text-align: center;">Signature _____</div> <div style="text-align: right; font-weight: bold;">FRAUDULENT ALTERATION</div> OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.
ISSUED BY: ADMINISTRATOR FEDERAL AVIATION ADMINISTRATION

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